

**MODEL**  
**SMALL BUSINESS SUBCONTRACTING PLAN**

Date: \_\_\_\_\_

Contracting Agency: University of California, Lawrence Livermore National Laboratory

Offeror / Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

UC/LLNL Subcontract No.: \_\_\_\_\_

Subcontract Description: \_\_\_\_\_

The following, together with any attachments, is hereby submitted to satisfy applicable requirements of the above-referenced Subcontract for a Small Business Subcontracting Plan (“Plan”). The meaning of terms used in this Plan shall be as defined in the Subcontract.

1. Subcontracting Goals. The following are the Offeror’s /Subcontractor’s planned percentage and total dollars to be subcontracted and its goals for the use of small business (SB), veteran-owned small business (VOSB), service-disabled veteran-owned small businesses (SDVOSB), HUBZone small business (HZSB), small disadvantaged business (SDB), and women-owned small businesses (WOSB) concerns as subcontractors, expressed as percentages and corresponding dollars of the total planned subcontracting dollars. *(The plan may include all lower-tier subcontracts that contribute to subcontract performance, and a proportionate share of products and services that are normally allocated as indirect costs.)*:

Percentage of Dollars to be Subcontracted  
And Total Planned Subcontracting Dollars: \_\_\_\_\_%      \$ \_\_\_\_\_

Goal for Small Businesses (SBs): \_\_\_\_\_%      \$ \_\_\_\_\_

Goal for Veteran-Owned Small Businesses (VOSBs) \_\_\_\_\_%      \$ \_\_\_\_\_

Goal for Service-Disabled Veteran-Owned Small  
Businesses (SDVOSB): \_\_\_\_\_%      \$ \_\_\_\_\_

Goal for HUBZone Small Businesses (HZSBs): \_\_\_\_\_%      \$ \_\_\_\_\_

Goal for Small Disadvantaged Businesses (SDBs): \_\_\_\_\_%      \$ \_\_\_\_\_

Goal for Women-Owned Small Businesses (WOSBs): \_\_\_\_\_%      \$ \_\_\_\_\_

2. The following is a description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to SB, VOSB, SDVOSB, HZSB, SDB, and WOSB concerns:

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(Attachment may be used if additional space is required)

3. The following is a description of the method(s) to be used to develop the subcontracting goals in paragraph 1, above:

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(Attachment may be used if additional space is required)

4. The following is a description of the method used to identify potential sources for solicitation purposes. *(e.g., existing company source lists, the Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or SB, HZSB, SDB, and WOSB trade associations. A firm may rely on the information contained in PRO-Net as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a SB, VOSB, SDVOSB, HZSB, SDB, and WOSB source list, but will not relieve a firm of its responsibilities; e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities.)*

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(Attachment may be used if additional space is required)

5. The following is a statement as to whether or not the indirect costs are included in the subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with SB, VOSB, SDVOSB, HZSB, SDB, and WOSB concerns:

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(Attachment may be used if additional space is required)

6. The name of the individual employed by the Offeror/Subcontractor who will administer its subcontracting program is as follows:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_

7. The following is a description of the duties of the individual employed by the Offeror/ Subcontractor to administer its subcontracting program:

The individual will be responsible for reviewing, monitoring, and the general, overall execution of the Offeror's/Subcontractor's subcontracting program, including, but not limited to:

- a. Obtaining SB, VOSB, SDVOSB, HZSB, SDB, and WOSB sources from all applicable agencies such as SBA;
- b. Ensuring inclusion of SB, VOSB, SDVOSB, HZSB, SDB, and WOSB sources in all solicitations where appropriate;
- c. Attending or arranging for attendance at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.;
- d. Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of the Small Business Act and the Historically Underutilized Business Zone Act;
- e. Monitoring attainment of proposed goals;
- f. Reviewing solicitations to remove statements, clauses, etc., which may tend to prohibit SB, VOSB, SDVOSB, HZSB, SDB and WOSB participation; and
- g. \_\_\_\_\_

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(Attachment may be used if additional space is required)

8. The following is a description of the efforts the Subcontractor will make to ensure that SB, VOSB, SDVOSB, HZSB, SDB, and WOSB concerns will have an equitable opportunity to compete for subcontracts:

- a. Outreach efforts will be made as follows:
  - 1) Contacts with SBA (SBA's ProNet, etc.).
  - 2) Contacts with Minority and Small Business Trade Associations.
  - 3) Contacts with business development organizations.
  - 4) Attendance at Small and Minority Business procurement conferences and trade fairs.
  - 5) Contacts with veterans service organizations.

- b. The following internal efforts will be made to guide and encourage buyers:
  - 1) Workshops, seminars, and training programs will be conducted.
  - 2) Activities will be monitored to evaluate compliance with this subcontracting plan.
- c. Source lists, guides, and other data identifying SB, VOSB, SDVOSB, HZSB, SDB, and WOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

d. \_\_\_\_\_  
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(Attachment may be used if additional space is required)

- 9. The Offeror/Subcontractor will include "Utilization of Small Business Concerns" clause of the Federal Acquisition Regulation (FAR) (clause 52.219-8) in all subcontracts which offer further subcontracting opportunities, and to require all subcontractors (except SB concerns) who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) to adopt a subcontracting plan similar to this one.
- 10. The Offeror/Subcontractor will (i) cooperate in any studies or surveys as may be required; (ii) submit periodic reports in order to allow the Government to determine the extent of compliance by the Subcontractor with the subcontracting plan; (iii) submit Standard Form (SF) 294, *Subcontracting Report for Individual Contracts*, and/or SF 295, *Summary Subcontract Report*, in accordance with the instructions on the forms or as provided in agency regulations and in the Subcontract, and (iv) ensure that its subcontractors agree to submit Standard Forms 294 and 295.
- 11. The Offeror/Subcontractor will maintain records demonstrating that procedures have been adopted to comply with the requirements and goals in this plan. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):
  - a. Source lists (e.g., PRO-Net), guides, and other data identifying SB, VOSB, SDVOSB, HZSB, SDB, and WOSB concerns.
  - b. Organizations contacted in an attempt to locate sources that are identifying SB, VOSB, SDVOSB, HZSB, SDB, or WOSB concerns.
  - c. Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating: (1) whether SB concerns were solicited and, if not, why not; (2) whether VOSB concerns were solicited and, if not, why not; (3) whether SDVOSB concerns were solicited and, if not, why not; (4) whether HZSB concerns were solicited and, if not, why not; (5) whether SDB concerns were solicited and, if not, why not; (6) whether WOSB concerns were solicited and if not, why not; and (7) if applicable, the reason an award was not made to a SB concern.
  - d. Records of any outreach efforts to contact: (1) trade associations, (2) business development organizations; and (3) conferences and trade fairs to locate SB, VOSB, SDVOSB, HZSB, SDB, and WOSB sources.

- e. Records of internal guidance and encouragement provided to buyers through: (1) workshops, seminars, training programs, etc.; and (2) monitoring performance to evaluate compliance with the program's requirements.
- f. On a subcontract-by-subcontract basis, records to support award data submitted by the Offeror/Subcontractor to the Government, including the name, address, and business size of each subcontractor. *(not applicable to Offerors/Subcontractors with commercial plans)*
- g. Records to be maintained in addition to the above are as follows:

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(Attachment may be used if additional space is required)

(END OF PLAN)